Addressing Tips for Faster Mailing

Always include a return address.

CAPITALIZE the entire address.

Eliminate all punctuation except the hyphen in the zip code field.

Use the common address abbreviations (ST; BLVD; AVE; PL).

DO NOT "Bold" the print when using laser printers.

Use the two letter state codes.

Use block style print (left justified).

Single space the address block.

Use one space between the city and state.

Use two spaces between the state and Zip Code or Zip+4 Code.

The delivery address and the city, state, and Zip Code must be the last two lines of the address block. Never include an "attention line", telephone number or any other extraneous information after or below the Zip Code.

All official mailings should be produced on a printer or typewriter. Handwritten and script addresses are not machine readable.

For additional savings, always use Zip+4. Place the address on the envelope in accordance with USPS regulations.

Example:

DOCUMENT SERVICES MANAGER
DEPARTMENT OF ADMINISTRATIVE SERVICES
STE 252 EAST TOWER
205 JESSE HILL JR DR
ATLANTA GA 30334-9033